



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

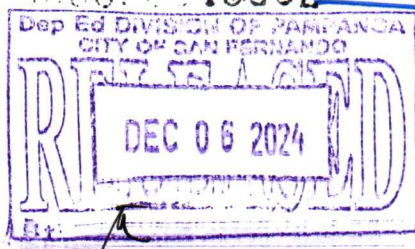
December 2, 2024

DIVISION MEMORANDUM
No. 914, s. 2024

BUILDING CAPABILITIES FOR THE NEWLY-APPOINTED SCHOOL PRINCIPAL I

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The school, as a potent institution in society, has its primary function to provide education to all learners. At the center is the school head, who is multi-tasked to organize all its stakeholders, supervise mentors and learners, implement educational policies, and manage the physical resources of the institution (Porter, 2019). School heads are vital players in schools as they play significant roles in the teaching and learning process.
2. In view of the foregoing, this Office through the School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS) will conduct an activity titled **Building Capabilities for the Newly-Appointed School Principal I** on **December 9-10, 12-13, & 18, 2024** at Greene Manor, Lazatin Blvd., City of San Fernando, Pampanga.
3. The activity aims to:
 - a. equip newly-appointed school heads with leadership and management skills essential to the current educational landscape;
 - b. enhance school leaders' capacity to boost achievements through school administration skills; and
 - c. foster a network for school heads to share best practices and effective and efficient use of resources.
4. Participants to this activity are the newly-appointed School Principal I.
5. Enclosed are the official list of participants and activity matrix for ready reference and guidance.
6. Immediate dissemination of this Memorandum is desired.



ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent

SGOD-HRDS-DM-2024
02December2024



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December 9-10, 12-13, & 18, 2024 | Greene Manor, CSFP

Activity Matrix

Time	Activity	In-Charge
DAY 1		
8:00-8:30	Arrival & Registration	Program Management Team (PMT)
8:30-9:00	Preliminaries	PMT
9:00-10:30	Session 1: DepEd Thrusts & Strategic Direction	Cecilia E. Valderama, PhD, CESE Assistant Schools Division Superintendent
10:30-10:45	Health Break	
10:45-12:00	Continuation of Session 1	Cecilia E. Valderama, PhD, CESE
12:00-1:00	Lunch Break	
1:00-3:30	Session 2: Values-Based Leadership	Leandro C. Canlas, PhD, CESE Assistant Schools Division Superintendent
3:30-3:45	Health Break	
3:45-4:30	Continuation of Session 2	Leandro C. Canlas, PhD, CESE
4:30-5:00	Open Forum/Announcement	
DAY 2		
8:00-8:30	Arrival & Registration	Program Management Team (PMT)
8:30-9:00	Preliminaries	PMT
9:00-10:30	Session 3: Strategic Planning	Robin D. Perez Planning Officer III
10:30-10:45	Health Break	
10:45-12:00	Continuation of Session 3	Robin D. Perez
12:00-1:00	Lunch Break	
1:00-3:30	Session 4: School Governance & Operations	Arceli S. Lopez, PhD SGOD Chief
3:30-3:45	Health Break	
3:45-4:30	Continuation of Session 4	Arceli S. Lopez, PhD
4:30-5:00	Open Forum/Announcement	
DAY 3		
8:00-8:30	Arrival & Registration	Program Management Team (PMT)
8:30-9:00	Preliminaries	PMT
9:00-10:30	Session 5: Administrative Matters	JB B. Manalang Administrative Officer V
10:30-10:45	Health Break	
10:45-12:00	Session 6: Fiscal Management	Remedios M. Bacani Administrative Officer V
12:00-1:00	Lunch Break	
1:00-3:30	Session 7: Fiscal Management	Erwin M. Cruz Accountant III
3:30-3:45	Health Break	
3:45-5:00	Session 8: Asset Management	Sharon M. Catangal Administrative Officer IV



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DAY 4		
8:00-8:30	Arrival & Registration	Program Management Team (PMT)
8:30-9:00	Preliminaries	PMT
9:00-10:30	Session 9: Legal Management	Atty. Arnold Adelo P. Obillos Attorney III
10:30-10:45	Health Break	
10:45-12:00	Continuation of Session 9	Atty. Arnold Adelo P. Obillos
12:00-1:00	Lunch Break	
1:00-3:30	Session 10: Personnel Actions	Dexter E. Pangilinan Administrative Officer IV
3:30-3:45	Health Break	
3:45-4:30	Continuation of Session 10	Dexter E. Pangilinan
4:30-5:00	Open Forum/Announcement	
DAY 5		
8:00-8:30	Arrival & Registration	Program Management Team (PMT)
8:30-9:00	Preliminaries	PMT
9:00-10:30	Session 11: Curriculum Implementation	Celia R. Lacanlale, PhD CID Chief
10:30-10:45	Health Break	
10:45-12:00	Continuation of Session 11	Celia R. Lacanlale, PhD
12:00-1:00	Lunch Break	
1:00-3:30	Open Forum	PMT
3:30-3:45	Health Break	
3:45-4:30	Ways Forward	PMT



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List of Participants

No.	Name
1	LUPOS, LOWIE DIMATULAC
2	BARTOLO, RODEN DABU
3	DEL ROSARIO, ROSEMARI AGUINALDO
4	REYES, SHERYL RIVERA
5	CANILAO, AILEEN SUNGA
6	RAYMUNDO, JENNY ASUNCION
7	CRUZ, CAREN LANSANG
8	LOPEZ, AMOR CHINO DE MESA
9	MANANSALA, CYNDI LOPEZ
10	PACIA, JEAN JERRIC ALFARO
11	INTAL, JAY-AR MUGOL
12	MERCADO, MARLON YAMBAO
13	MAGLALANG, MARIFEL MAMANGUN
14	MONTEMAYOR, CATHERINE LAPUZ
15	SANTOS, PORCIA PIEDAD
16	MALLARI, RICALISA MALLARI
17	MALONZO, RIA DONITA LISING
18	TAYAG, GELEEN GOMEZ
19	GARCIA, ALDRIN NARCISO MICLAT
20	CASTRO, SHERWIN YABUT
21	CRUZ, RONA BAUTISTA
22	DAVID, KATHRENE MULI
23	SANGIL, RAFAEL GUINTU
24	LAXA, ROSEDELIZA BINARAO
25	MULI, SHIRLEY MEDINA
26	SAMSON, DENNIS CANASA
27	MALLARI, GLADYN OCAMPO
28	YANGA, EDMUND BALUYUT
29	MANANSALA, RAYHAM LACAP
30	CARENCIA, ANGELITA CASTRO
31	REYES, BENELYN UAJE
32	PALLASIGUI, RUVIE ANN BALUYUT
33	SALAS, MARY JOY BUCO
34	SEMANERO, ARCHILYN SANTOS
35	REYES, MARY ANTONETTE PINEDA
36	ANTIGO, JOYCE DIZON
37	MANGUNE, JOSHUA PARIAL
38	DIMACALI, EDWARD COSTANILLA
39	MORALES, JESSA ARA MANUEL
40	CUNANAN, ALMA PUNZALAN
41	MALANG, EIREEN DAVID
42	ANG, ALVIN RAMOS
43	SANTOS, ARCELIE GUEVARRA
44	ATUN, RYAN ARCEGA



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45	CUYCO, CHARLYN ROMAN
46	CASILANG, PRIMITIVO DE GUZMAN
47	LINGAD, JANET GARCIA
48	TONGOL, JOSE CARLO LACSINA
49	JULIAN, ARLENE BACANI
50	BACANI, IRISH MACAPINLAC
51	BALINGIT, MA CELESTINA DAVID
52	SARMIENTO, LOIDA MERCADO
53	LABOS, ANTONIA CUSTODIO
54	BANAL, ARIEL LIWANAG
55	GUINTO, DHALIA GUEVARRA
56	NAVARRO, RYAN LAXAMANA
57	MANGULABNAN, MARICEL FERNANDEZ
58	MACASPAC, JEFFREY LOUIE BAUTISTA
59	YAMBAO, LOUIE GUZMAN
60	CALMA, AGNES PUNZALAN
61	MANALANG, EDUARDO CRUZ



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